

Sequencing Information for Annual Statements

How to Determine Sequencing of Annual Statements

Sequencing Using Multiple Record Layout (MRL)

If you use the multiple record automated reporting layout, you may enter your sequencing information under the Employment Information Record in the Control No. Field and Organization Display Field on the transmittal report. (See page 8-29.) The Reporting Group, Control Number and the last name of a member are the three qualifiers used by DRS for sequencing the statements.

DRS will print your reporting group's annual statements in ascending sequence by this control number. Transactions with duplicate control numbers or no control numbers will be sorted alphabetically by last names.

Note: If you have reported sequencing information previously on your transmittal, you need only to update the control numbers for new employees or for those employees who have organizational changes.

Sequence Using Single Record Layout (SRL)

Sequencing information for SRL may be provided to DRS with either a magnetic tape or a diskette containing a control number for each member, DRS will list your reporting group's annual statements in ascending sequence by this control number. In the case of duplicate control numbers, minor sort sequence will be alphabetic by last name. The control number will be printed on the bottom of the annual statement. Please see the examples on the following pages.

Using Magnetic Tape

If you choose to use magnetic tape, the tape must meet the following specifications:

1. Tape must be IBM 360/370 compatible.
2. Tape must be nine-track 1600 or 6250 BPI, EBCDIC.
3. External labels should indicate:
~ Employer name

- ~ Employer reporting group number (department number)
- ~ “Member Annual Statements Information”
- ~ Whether or not the tape contains machine-readable labels
- 4. If the tape has machine-readable labels, they must be followed by a tape mark.
- 5. Logical record length: 80 characters
- 6. Blocking factor: Five records per block
- 7. Physical block length: 400 characters
- 8. Record positions:
 - 01 — 06 Employer reporting group number (department number)
 - 07 — 15 Member’s Social Security number
 - 16 — 21 Employer’s special control number
 - 22 — 27 Organization information — optional (for display only)
 - 28 — 80 Blank

Using a Diskette

If you choose to use diskette, the diskette must meet the following specifications:

1. 3½” diskette
2. External labels should indicate:
 - ~ Employer name
 - ~ Employer reporting group number (department number)
 - ~ “Member Annual Statements Information”
 - ~ File name
3. File name format: DN999999 (DN and your employer reporting group number)

Note: Please be sure the file name is included. Diskettes with incorrect file names will be returned for correction.

4. Record length: 80 characters
5. IBM compatible text file (ASCII TEXT)
6. Record positions:
 - 01 — 06 Employer reporting group number (department number)
 - 07 — 15 Member’s Social Security number
 - 16 — 21 Employer’s special control number
 - 22 — 27 Organization information — optional (for display only)
 - 28 — 80 Blank

Sequencing Information

How to Determine Sequencing

The sequence control number determines sequencing. DRS will print your reporting group's annual statements in ascending sequence by this control number. Transactions with duplicate control numbers or no control numbers will be sorted alphabetically by last names. Following are the specifications for member's annual statements:

Specifications for Members' Annual Statements Employee Control Number Sequence

When you provide the Department of Retirement Systems (DRS) with either a magnetic tape or a diskette containing a control number for each member, DRS will list your reporting group's annual statements in ascending sequence by this control number. In the case of duplicate control numbers, minor sort sequence will be alphabetic by last name. The control number will be printed on the bottom of the annual statement. Please see the examples on the following pages.

Using Magnetic Tape

If you choose to use magnetic tape, the tape must meet the following specifications:

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2. Tape must be nine-track 1600 or 6250 BPI, EBCDIC.
3. External labels should indicate:
 - ~ Employer name
 - ~ Employer reporting group number (department number)
 - ~ "Member Annual Statements Information"
 - ~ Whether or not the tape contains machine-readable labels
4. If the tape has machine-readable labels, they must be followed by a tape mark.
5. Logical record length: 80 characters
6. Blocking factor: Five records per block
7. Physical block length: 400 characters

8. Record positions;
 - 01 — 06 Employer reporting group number (department number)
 - 07 — 15 Member's Social Security number
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6. Record positions:
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The following examples illustrate how you might configure your magnetic tape or diskette, and explain what the resulting sequence of your statements will be.

Example 1: In the following example, the employer sequenced the information by an optional organization code and then assigned unique control numbers. The control numbers and the optional, display-only organization code will appear at the bottom of the member's statements. DRS simply prints the statements in control number sequence.

Reporting Grp. #	SSN	Control #	Org. Code
901052	666000000	000001	02
901052	666001111	000002	02
901052	666002222	000003	02
901052	666003333	000004	02
901052	666004444	000005	03
901052	666005555	000006	03
901052	666006666	000007	04
901052	666007777	000008	04
901052	666008888	000009	04

Example 2: The following information was sequenced with duplicating control numbers. DRS will alphabetically sort items with the same control number by last name before printing the statements.

Reporting Grp. #	SSN	Control #	Org. Code
710545	666009999	1A	none specified
710545	666008888	1A	
710545	666007777	1A	
710545	666006666	1A	
710545	666005555	2	
710545	666004444	2	
710545	666003333	2	

Example 3: The following information was sequenced in terminal digit SSN order, with unique control numbers assigned to each member. DRS will simply print the statements in control number sequence.

Reporting Grp.	#SSN	Control #	Org. Code
506250	666001111	000001	none specified
506250	666002222	000002	
506250	666003333	000003	
506250	666004444	000004	
506250	666005555	000005	
506250	666006666	000006	
506250	666007777	000007	
506250	666008888	000008	

Note: If you have employees who are not listed on the tape or diskette and statements are printed for those employees, they will be given a control number of “000000.” Those statements will be at the top of the stack of statements in alphabetic sequence by last name.

Diskettes **will be returned for correction** if they contain incorrect file names, are not in an IBM compatible text format (ASCII TEXT), or if the data is incorrectly formatted within the file.

Reviewing your file prior to sending it to DRS may help you to avoid incorrect information being sent to DRS that may delay the sequencing process. You can review your file in a DOS text editor to make sure it is in the correct format. For Windows users, you may also review your file in Notepad or a word processor such as WordPerfect or Microsoft Word. Your file should resemble the following using the previous examples.